

# DISTRICT OF COLUMBIA AIR NATIONAL GUARD VACANCY ANNOUNCEMENT

**POSITION TITLE, SERIES, GRADE, & NUMBER      SALARY RANGE      AREA OF CONSIDERATION**

**\*\*THIS IS A DUAL TECHNICIAN/AGR ANNOUNCEMENT\*\***

**MILITARY PAY CLERK**  
**GS-0545-06,80301000**

**TSgt**  
**\$24,192 - \$31,454      GROUP III or**  
**Current on-board AGR**

**TECH AREA(S) OF CONSIDERATION:** GROUP I – Individuals currently employed (permanent and indefinite) in the DCARNG/DCANG.  
GROUP II – Individuals who are currently military members of the DCARNG/DCANG.  
GROUP III – Individuals who possess the necessary qualifications for the military Membership in the DCARNG/DCANG.

**AGR AREA OF CONSIDERATION:** AGR – RESOURCE AVAILABLE (See (B) Instructions for Applying)  
CURRENT ON -BOARD AGR-AGR personnel currently serving under TITLE 32 USC 502 (f)

**ANNOUNCEMENT NUMBER**  
**TECHNICIAN: 01-078**  
**AGR: 01-490**

**OPENING DATE**  
**20 JUL 01**

**CLOSING DATE**  
**Open Until Filled**

**SUBMIT APPLICATIONS TO:**

**TYPE OF  
POSITION**

**TYPE OF  
APPOINTMENT**

**BRANCH OF  
SERVICE**

**HUMAN RESOURCE OFFICE**  
**DC NATIONAL GUARD**  
**2001 East Capitol Street**  
**Washington, DC 20003-1719**

**EXCEPTED**  
**OR**  
**AGR**

**ENLISTED**

**ANG**

**WORK LOCATION**

**\*\*Relocation expenses will not be paid\*\***

**113<sup>th</sup> FW/FM DCANG**  
**ANDREWS AFB, MD**

**\*\*Those who applied under 01-038 will be resubmitted\*\***

**CONDITION OF EMPLOYMENT:**

**\*National Guard Membership:** Prior to appointment to this position, selectee must be a member of the District of Columbia AIR National Guard.

**\*Electronic Funds Transfer:** Selectee is required to participate in electronic funds transfer/direct deposit.

**\*Military Duty Assignment:** Selectee will be assigned to a compatible military position in the following AFSC or SSI specialties:  
**6FOXX**

**INSTRUCTIONS FOR APPLYING:** Submit applications for Federal Employment by using either **OF 612** or **SF 171**. Technicians currently employed by the District of Columbia National Guard may submit SF 172 (if a current SF 171 is on file). **\*\*SF 171 dated prior to Jun 88 will not be accepted.** All applications must contain applicant's current unit of assignment, MOS/SSI and military grade. **Applications mailed at government expense will not be accepted by this office.** Applications for this announcement **must** be submitted to the HRO on or before 1600 hours on the closing date. **\*\*TO BE CONSIDERED FOR THIS POSITION THE KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER \*\***

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age, physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and Air National Guard Regulation 40-1613.

**EVALUATION PROCESS:** Applications will be evaluated solely on information supplied in the application (SF 171, OF 612). Experience will be evaluated based on relevance to the position for which application is made and whether it is full-time or part-time.

Any questions regarding this vacancy announcement may be referred to SPC Cheryl Bell, Personnel Staffing Specialist, at 202 -685-9760 or DSN 325-9760 or SSgt Amanda Potts, Personnel Assistant, 202 -685-9780 or DSN 325-9780.

## AN EQUAL OPPORTUNITY EMPLOYER

**01-078/01-490 MILITARY PAY CLERK, GS-0545-06, 80301000**

**INSTRUCTIONS FOR APPLYING:**

A. **TECHNICIANS:** Submit optional application for Federal Employment (OF 612), SF 171. Technicians employed by the DC National Guard may submit a SF 172 if they have a current SF 171 on file. **SF 171's dated prior to Jun 88 will not be submitted. \*\*ALL KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER\*\***

B. **AGR:** (a) Applicants must submit a NGB 34-1, a Report of Individual (RIP) and DD Form 214 (for all periods of service) (if applicable) to: Human Resource Office, 2001 East Capitol Street, Washington, DC 20003-1719. All applicants must contain current military assignment, grade, primary control, and secondary AFSC's. (b) Failure to submit any or all items listed above may result in nonconsideration of application for this position. (c) Applicants must meet initial entry-level qualification criteria listed in Chapter 2, ANGI 36-101, (C1), 5 Aug 94. (d) Current on-board AGR must meet criteria as listed in Chapter 3, ANGI 36-101, (C1), 5 Aug 94. **\*\*ALL KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER\*\***

**BRIEF DESCRIPTION OF DUTIES:** Responsible for prioritizing and processing the full range of military pay entitlements of ANG personnel. Make standard and non-standard payroll submissions. Utilizes military pay systems, which consist of numerous database applications transactions and adjustments. Troubleshoots errors in the pay systems to determine if a system deficiency or a coding problem causes errors. Evaluates and resolves a variety of complex and special pay issues often requiring extensive research and audits of member's accounts, researching pay histories from several months to years. Conducts periodic audit of housing allowances for military member's married to other members to ensure unauthorized payments are not made. Resolves complicated pay problems requiring interpretation of payroll sources data, financial returns, allotments and unit records. Performs other as assigned.

**QUALIFICATIONS:** GS-06

**GENERAL EXPERIENCE:** **Administrative** or clerical experience, education or training which demonstrates the applicants ability to make arithmetic computations, to use regulatory material, and to communicate with individuals at different levels in order to assist and provide information.

**SPECIALIZED EXPERIENCE:** Must demonstrate nine- (9) months experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained: **\*\*ALL KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER\*\***

- A. Ability to follow established procedures.
- B. Knowledge of military pays regulations and procedures.
- C. Ability to compute pay actions.
- D. Ability to apply knowledge of rules, regulations, laws, precedents and decisions to military pay work performance.

***CURRENT UNIT OF ASSIGNMENT, AFSC/SSI, AND MILITARY GRADE MUST BE INCLUDED ON APPLICATION***

**(INCOMPLETE APPLICATIONS WILL NOT BE RATED) KSA's MUST SHOW WHERE SPECIALISTED EXPERIENCE WAS OBTAINED.**